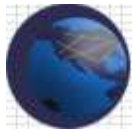
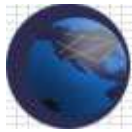


Data Sharing and Intellectual Capital Working Group Teleconference

October 14 2004	2:00 pm EDT
Attendees:	<p>City of Hope: Joyce Niland Cold Spring Harbor Laboratory: Absent Fred Hutchinson: Bob Robbins, Mark Thornquist Jackson Laboratory: Carol Bult Oregon Health and Science University: Ed Quick, Vincent Yau Thomas Jefferson University—Kimmel: Jack London University of Arizona: Absent University of Iowa: Terry Braun University of Michigan: Absent University of Minnesota: Don Connelly UNC – Lineberger: Absent University of Pittsburgh: Absent Washington University—Siteman: Mark Watson U Penn-Abramson: Howard Bilofsky Fox Chase: Pat Harsche-Weeks; Amin Chisti Patient Advocate: Deborah Collyar NCI: Wendy Patterson, Leslie Derr, Mary Jo Deering BAH: Phan Winter</p>
Introduction	<p>Wendy Patterson opened the meeting, reviewed the agenda, and solicited comments on the 9/30/04 teleconference meeting notes.</p> <p>Joyce Niland pointed out an error in the team assignment matrix, which did not show City of Hope participating in the DSIC WG Regulatory team. Phan will make this correction and post the notes in final form.</p> <p>Phan mentioned that only two liaison reports have been submitted and asked all liaisons to send her any outstanding reports so she can compile and distribute them along with meeting notes.</p>



Finalize Topic Team Assignments	<p><u>Assignment matrix</u></p> <p>Vincent Yau confirmed his commitment to the Proprietary team.</p> <p>Mark Thornquist volunteered to participate in the Specifications team.</p> <p>Others mentioned that they have emailed corrections to their contact information to Phan, and she announced that these will be reflected in an updated matrix and contact sheet that will be distributed to the WG shortly.</p> <p><u>Team Responsibilities</u></p> <p>There were no comments on the team expectations and responsibilities list. Wendy stated that it is a living document and encouraged members to send any comments to Phan.</p>
Outline of White Paper Issues	<p><u>Position paper topics and use of standard format to focus the analysis of issues</u></p> <p>Wendy opened the discussion by summarizing the group's view that creating long detailed outlines for white paper maybe too time consuming and difficult at this point in time. Instead, the individual group members should develop position papers from which white paper outlines may emerge. To lessen this burden, Wendy suggested that the Regulatory and Proprietary Teams consider adopting a standard format for generating position papers. Elaine Brock from University of Michigan has offered to draft a template, which can be used by DSIC WG team members to quickly outline their position paper topics, and any topic-related issues, such as barriers, resources, recommendations, and legal changes.</p> <p>Bob Robbins suggested that the standard format should also include a context section, in which each author states the point of view from which the position paper is written..</p>
Standard Format for Position Papers	<p><u>Setting team objectives for position papers</u></p> <p>Besides the standard format for topics and issues, Wendy suggested that each team also consider a standard template for soliciting use cases from the caBIG community. She reiterated a point made previously that use cases will generate issues that will provide a context for the analytical process</p>



involved in developing white papers. An example is the ICR WS' need for guidance from the DSIC WG. Terry Braun reported that ICR WS members have been looking to the Architecture WS for help in this area, but stated his view that the DSIC WG should also consider a lot of the issues discussed by the Architecture WS.

With this preface, Wendy suggested that the first order of business for Regulatory and Proprietary teams is to solicit use cases from other Work Spaces. Pat Harsche-Weeks wondered whether individual team members would solicit the use cases. Wendy responded that use case solicitation should be performed as a team.

Bob Robbins pointed out a potential exception to the necessity of use cases. He offered the example of the need for security of data on the Grid, suggesting that every use case will present a need for security. It would be more useful for the DSIC WG to assume the need for security and propose guidelines to reflect this assumption. These guidelines should state that there is a need for Grid security, and recommend to the Architecture WS that security should be built deeply into Grid architecture.

Howard Bilofsky commented that even with this assumption, it still does no harm to solicit information from other workspaces. Bob agreed, but reiterated his argument that the need for Grid security is universal and the need for moving quickly to address this issue.

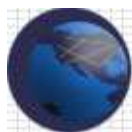
Wendy asked whether Bob's concern with Grid security, if widely shared among caBIG community, would keep the Grid from being well populated. Bob responded that if making data available on the Grid is the same as publishing the data, then a lack of security will inhibit many participants from sharing data on the Grid. Wendy stated that the solution might be to develop a tiered process of sharing. Bob agreed, and suggested that it may be possible to build into the Grid architecture levels of access constraints that are controlled by those sharing their data.

Deborah Collyar raised the possibility of offering motivations or incentives for sharing. Wendy felt that this level of discussion should be followed up by the Regulatory and Proprietary Teams.

Wendy summarized that use cases will help make issues more concrete. Leslie Derr added that use cases also ensure that



	<p>issues to be addressed are not all coming from the DSIC WG but reflect input from the entire caBIG community.</p> <p>Mary Jo Deering brought the discussion back to the use of a standard format for soliciting use cases. She suggested that since many DSIC WG members are also involved in other caBIG workspaces, a few representatives could solicit input from other groups, but that it would be easier to do so with a standard template. She asked whether any WG member would volunteer to develop a use case template. Deborah offered help in this area with respect to Regulatory issues. Although she would not be able to generate the standard template, she has been working with IRB/HIPAA experts and will share information she has collected so far.</p> <p>Bob offered to fashion a template draft from a planning document that he and others have been working on to address the access control issues. He can try to make it more generic to adapt it for use by the DSIC WG.</p>
Individual Team Meetings	<p>With team activities picking up speed, Phan and Wendy suggested a modified DSIC WG meeting schedule. After this call, the general WG teleconference will be held once per month, generally falling in the middle of the month. On the other Thursday time slots that have been reserved for WG teleconferences, there will be topic team “break-out sessions”, where each team will meet at a separate teleconference call. Phan will work with each team to set up alternate meeting times, if necessary.</p> <p><u>Individual team meeting schedule</u></p> <p>The Proprietary Team will meet at the regularly scheduled teleconference, set for October 28th, at 2 pm.</p> <p>The first Regulatory Team teleconference will be on November 1st, at 2 pm.</p> <p>Phan will send out call-in details for each teleconference, along with the team matrix as a reminder of each team’s membership.</p> <p><u>Structure and objectives for team meetings</u></p> <p>Each team was asked for a volunteer to serve as a team leader, who will help set the agenda for team meetings. Team leaders will work with Phan to coordinate team meetings. From the Regulatory Team, Howard Bilofsky volunteered, and from the Proprietary Team, Pat Harsche-Weeks volunteered.</p>



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Action Items	Name	Action Item	Date Due	Notes
	Phan	Solicit and compile all liaison reports	??	Should be distributed with meeting notes
	Phan	Revise team assignment matrix and contact sheet-distribute to WG	10/18/04	
	Phan	Set up new conference call for Regulatory team	10/15/04	
	Pat	Draft agenda for Oct. 28 Proprietary team meeting	10/25/04	
	Howard	Draft agenda for Nov. 1 Regulatory team meeting	10/25/04	